



City of South Bend

Vacancy Announcement

Post Date: Tuesday, November 25, 2014

Closing Date: Until Filled

ASSISTANT CITY ATTORNEY

Position is available on or after January 1, 2015

Category: Full Time/Exempt/Non-Bargaining

Department: Legal

Reports To: Corporation Counsel

Schedule: Normal business hours 8:00 AM-5:00 PM, Monday-Friday. Schedule is subject to change based on operational needs.

Pay Rate: \$65,000-\$71,000/yr.

Position: SUMMARY

The City of South Bend seeks attorney to join its legal team in January 2015. Excellent writing and analytical ability, sound academic credentials, and good character and interpersonal skills will all be essential for success in this role. Attorneys with experience in municipal law and/or collective bargaining are encouraged to apply. Trial experience is also a plus.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Draft, negotiate, and review contracts and other legal documents.
- Advise City department heads on day-to-day legal matters.
- Represent the City in legal proceedings and public meetings.
- Assume direct responsibility for client work and work independently.
- Communicate clearly and professionally.
- Maintain quality work product and professionalism, even when work volume is high.
- Ability to work in a collaborative team environment, but with the ability to work independently.
- Coordinate or participate in special projects, as assigned.
- Critical competencies include, but are not limited to, communication, critical thinking, accountability.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Performs other duties and assumes other responsibilities as apparent or as delegated.

EDUCATION / QUALIFICATIONS:

- Juris Doctor Degree from accredited law school.
- Minimum of 3-4 years as a licensed attorney.

CERTIFICATES, LICENSES, REGISTRATIONS

- Indiana Bar Admission

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is required to use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at-will employer.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

REQUIRED

Pre-Employment Drug Screen